

Hot Sheet



RECORD KEEPING

Teachers are responsible for keeping the following records:
Electronic attendance and grade book.
Literacy and Math Data

Cafeteria

The school operates a cafeteria where teachers may buy their lunches. A class "A" type meal, including milk, is served daily. Lunches are priced reasonably and in accordance with Federal Guidelines.

Student Breakfast	\$1.00
Student Lunch	\$1.60
Student Milk	\$.30
Student Juice	\$.30
Adult Breakfast	\$1.50
Adult Lunch	\$2.50

We will send home letters to parents describing the guidelines of our Free and Reduced Lunch program. These letters are to be signed and returned to the office, as soon as possible. These are then sent to the Superintendent's Office for determining the eligibility of students.

School employees are expected to maintain a positive balance in their meal account.

CLASSROOM MANAGEMENT

Supervision

Teachers are individually responsible for maintaining a positive classroom environment as well as the academic progress of the students whom they instruct. Supervision by members of the instructional staff is required for all students while in classrooms, lunchrooms, or on school grounds. Students are not to use school facilities without supervision. Teachers are expected to attend assemblies and other daily activities where students are grouped together. Special area teachers will supervise assigned classrooms during special events/assemblies. In the event a school activity disrupts the special class schedule classes will not be made up or rescheduled.

The constant presence of teachers is necessary for the smooth operation of a classroom where learning and evaluation can take place in an effective manner. Teachers may expect students to be on time at the beginning of the school day and stay until the end. Classes are not to be interrupted from outside the room and teachers must strive not to interrupt others. At school-sponsored activities, meetings, or functions, teachers are responsible for all students under their supervision and shall ascertain that policies are observed at these times. *Teachers are the examples in their classrooms by virtue of education, position and tradition.*

OFFICE

Purchasing Items

Every effort will be made to supply you with items you need. Be realistic when you request something. Do you need the item to improve your teaching? Is the item worth the cost? Will the students benefit from the item in relation to the cost?

Any purchase must have a requisition form submitted by a teacher for approval from the principal. The requisition must be itemized and totaled. Make sure all addresses are complete with correct zip codes. Prices must be from an up-to-date catalog. If you pay or sign for something yourself without an authorization, you will be accountable for the bill.

Teachers may be reimbursed for incidental items purchased out-of-pocket up to \$350.00. Teachers need to have prior approval from their grade level representatives. Grade level representatives must initial purchases and the purchases must be backed up by receipts. Reimbursement will be made each semester. An itemized list of purchases is needed. No credit card receipts, without an itemized list, will be accepted. Please utilize tax exempt opportunities at participating venues.

PROFESSIONAL RESPONSIBILITIES

General Duties

Elementary teachers are to report to school **by 8:00 a.m.** Please locate yourself by the classroom door while supervising the hall and greeting students when they are dismissed from the gym at 8:35. Teachers may leave the campus **at 4:00 p.m.**

Check the roll each morning; record absences on your computer attendance program. Lunch money from elementary students should be turned in to the cafeteria by 9:00 a.m. Daily lunch count for each classroom should be taken by 9:00 a.m.

For security, all teachers/staff need to wear name badges daily.

Teachers and staff shall dress professionally. Denim may be worn on Fridays only with a school shirt representing our school colors.

Communication Expectations

Webpage

Each certified educator will be required to create and maintain an individual webpage, complete with the minimal requirements: Contact Information, Class Newsletter, and all information updated on a weekly basis.

Bulletins

The Collins Connection Blog will be utilized as building communication from the principal's office. Announcements for the bulletin must be given to the office, in writing, or via email. You are encouraged to "fill the bucket" of others via email, blog updates, etc.

Collaboration Meetings

Collaboration meetings will be conducted each Friday beginning at 3:00 pm and ending no earlier than 4:00 pm. Certified staff will be required to attend, adhere to norms and to participate in each weekly collaboration meeting.

Faculty Meetings / Professional Meetings

Faculty meetings will be held on the second Tuesday of each month at 7:00 a.m. Generally, faculty meetings will last no longer than an hour but please allot this as a minimum. All teachers are expected to attend.

It is the duty of the teacher to attend all meetings called by the principal or superintendent unless excused by the principal or superintendent. When possible, meetings will be announced several days ahead.

Mailboxes / Voicemail / Email

Check mailbox and voicemail daily. Timely return of phone calls, voicemails and or written communication are expected. Instructional time will be protected. Teachers will be called from class only for emergencies. Messages will be put in mailboxes or left on voice mail or e-mail and should be dealt with during the teacher's plan time or between instructional times.

Parents

Teachers will maintain good relations with parents and the community. Teachers are encouraged to communicate with parents, in regard to student progress as well as to solicit parental cooperation and/or assistance if the student is experiencing difficulty.

Supervision

All staff members are expected to be alert to unknown or unauthorized adults or other persons presence on the school property, inside the building, or in the vicinity of school property. The presence of such persons is to be reported immediately to the office. If the authorized presence of individuals on school grounds or in the vicinity cannot be confirmed, the local law enforcement authorities will be notified. Any person lurking around the playground or on the premises or acting in an unusual manner is to be reported. Automobiles containing persons parked off the premises, which appear to have no reason for being there, or autos repeatedly driving around the campus also are to be reported. It is better to make an error on the side of caution than to ignore the risks that unauthorized persons present to our students.

Visitor's Pass

All visitors to the building regardless of the reason should be directed to the office to check in and receive a visitor's badge.

Playground Supervision and Guidelines

General guidelines in order to provide consistent supervision and maximum safety for our students while at play follow:

Proactive supervision must be exercised. Be alert and punctual to your supervising obligations. Be among the students and monitor them closely while on duty. You are liable and responsible for student safety and well-being.

- Safety and respect for others shall be our major concern while supervising students.
- The board of education has expressed that we should have a ratio of a minimum of one (1) teacher supervising each 100 students on the playground.

- Any unsafe behavior or misuse of equipment will be considered unacceptable and proper correction is to be made by the supervising teacher or teachers.
- Abusive behavior such as pushing, shoving, quarreling, and unkind words are to be corrected immediately. This applies to all school activities.
- If student demands on a piece of equipment cause overloads to the point of danger to participants, supervisors will need to assist groups in setting up effective rotations.
- Students are to stay within the boundaries of the school grounds.
- In the event of an injury, contact the school nurse. If a child is sent to the nurse, send him/her with a student/buddy or send for the nurse.
- Wind chill factors of 20 degrees or below, along with teacher judgment, will determine if classes go out for recess.
- No toys or similar items from home are permitted at school or school events.
- **A walkie-talkie must be taken to the playground by the duty teacher.**

Special Classes: Escort children to special area classes in which they are assigned. All schedules should be accurately observed. Special area teachers should be notified when a child is absent or excused for any reason

Cash in Building

All moneys collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded.

Money collected for any purpose will be submitted to the principal or designee, who will provide for its proper deposit. Money should never be left in a desk or classroom. When a teacher or school employee collects money from students for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

Cell Phone Usage

Cell phone usage should be limited to non-instructional time. Cell phones should not be in use during instructional time, supervision, or during a scheduled duty.

VISITATION

The Branson Public School staff invites parents/volunteers to visit our school. We are proud of our educational system and are anxious to discuss current methods and strategies used in education today. Visitors must report to the office, sign in and receive a visitor's pass. For the safety of the students, all doors, except the front entrance, are locked. Visitors/volunteers are welcomed as long as the instructional process is not disrupted or disturbed. Parents are welcome to have lunch with their child during their regularly scheduled lunch period.